

LABOR AND EMPLOYEE RELATIONS AND TRAINING BRANCH

The Labor and Employee Relations and Training Branch welcomes you to Public Debt! Our Branch handles all the training here at Public Debt.

All new non-supervisory employees at Public Debt must take four mandatory training courses. Your training coordinator will contact you soon to begin scheduling the training. The required courses are:

- Basic End User Computer Security Awareness
- Diversity Training for All Employees
- Prevention of Sexual Harassment for All Non-supervisory Employees
- Privacy Act Online Tutorial

All new supervisory employees must take for mandatory training courses and complete the Supervisory Excellence Program. The individual courses are:

- Basic End User Computer Security Awareness
- Diversity Training for Managers and Supervisors
- Privacy Act Online Tutorial
- Role of Manager in EEO

Basic End User Computer Security-describes the basics of computer security awareness.

Privacy Act Online Tutorial-describes an individual's responsibilities in the operation of a system of records.

Prevention of Sexual Harassment for All Non-supervisory Employees- gives participants the necessary skills to understand what constitutes sexual harassment and what to do if they believe they are sexually harassed.

Diversity Training for All Employees-This course is designed to enhance Bureau of Public Debt's ability to have a more informed workforce that is sensitive to diversity issues.

Role of Managers and Supervisors in EEO-participants learn why successful EEO planning pays big dividends in organizational success, and are given a review of the responsibilities of the agency & management in EEO.

Diversity Training for Managers and Supervisors-helps participants understand the importance of their role in promoting a workplace, which respects the dignity of all.